

General Instructions:

- 1 Please be on time. There must be a teacher supervisor in the library at all times. If the second teacher has not arrived for his or her coverage, notify the office. Please do not just leave.
- 2 Students must sign in on the clipboard at the library door. Ensuring that they write down their entire name, the time and their teacher's name enables appropriate follow up should a problem occur.
- 3 Please actively supervise the students, They are in the library to work. Students behaving inappropriately in the library, or on the library equipment, or not working should be sent back to class and their teacher informed.
- 4 Please help me by performing some of the jobs listed on pages 21-22 and making sure the library is tidy (chairs pushed in, garbage in appropriate receptacle)
- 5 Students may eat in the library as long as they are not near the computers and throw away their garbage.
- 6 Please shut down the computers at the end of the day.

Logging on to the computer:

If the computer is turned off, log in using the following

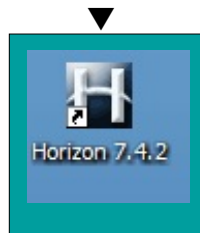
User Name: lib1

Password: cls

Using the Circulation Computer:

Setting up the Circulation Software:

Usually the Circulation Software will already be running. Check to make sure it has not been minimized at the bottom of the screen. If it is not already open, choose **Horizon** **7.4.2** from the desktop.



User name: chs1

Password: lib1

If it will not login, double check the user name, it defaults to the administrator's login

Press **F8 twice** to bring up the check out screen.

Signing Books In and Out

If you do not feel comfortable doing this, please find the red clipboard on the circulation desk and write down:

- the student's name
- the book title
- the book barcode

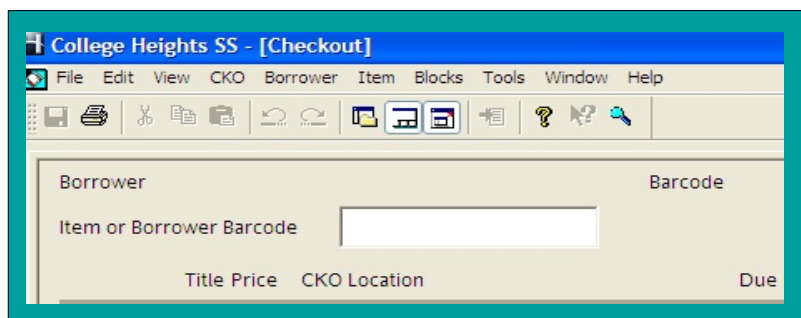
and I will enter it into the system when I return.

If you are using the computer to sign out books, please watch the screen carefully. The computer will beep whether the function has been performed successfully or not!!

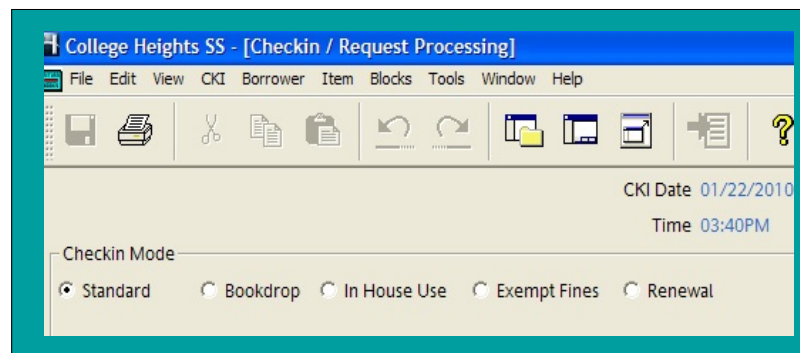
Checking In

Please do not check in books. Place them on the large shelf at the left end of the circulation computer

Checking Out: 1. Check to make sure you are in the checkout screen which looks like this

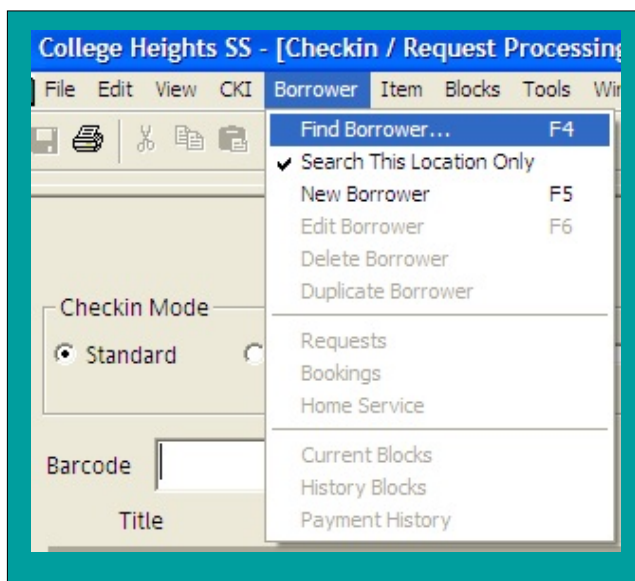


If it the screen looks like the one below, press **F8**.

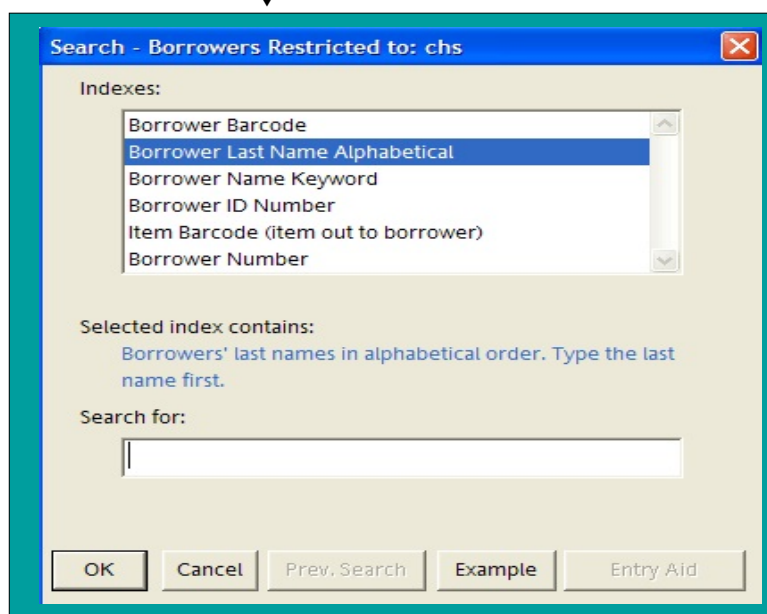


2a. If the student has a student card, wand it and go to Step 3. If not complete **2b**

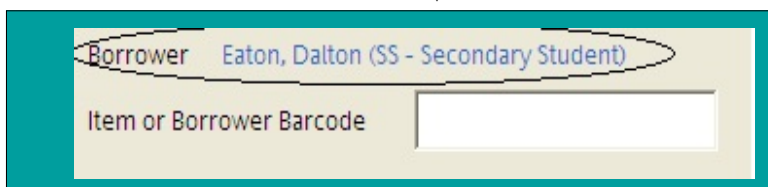
2b. If the student does not have a student card, choose **Borrower** from the top toolbar and **Find Borrower** from the dropdown menu. ▼



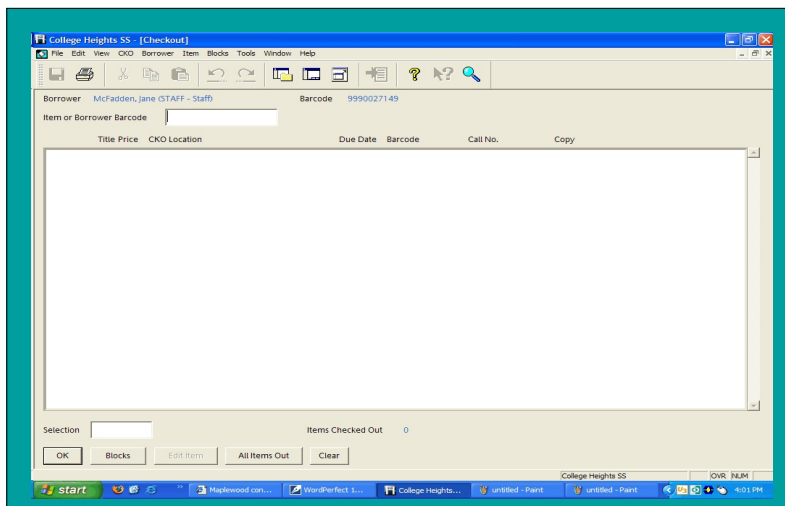
Choose **Borrower Last Name Alphabetical**, type in the student's last name and hit **OK**



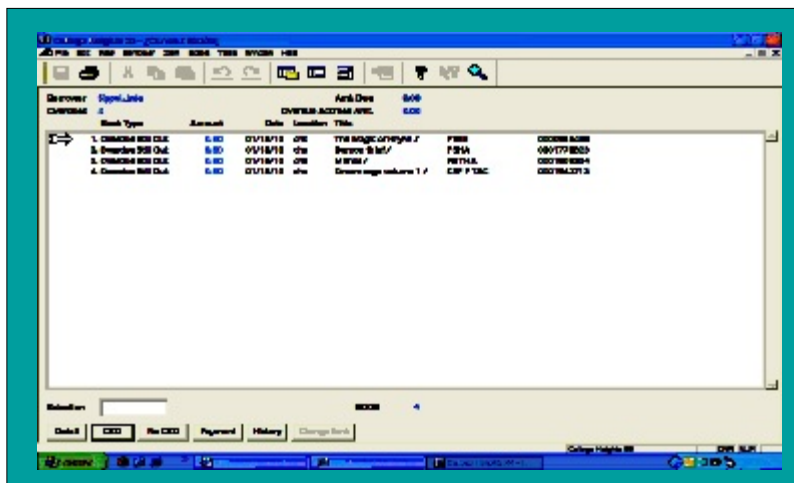
3. Make sure the student's name appears (in blue) beside the word Borrower on the top left side of the screen (below the toolbars).



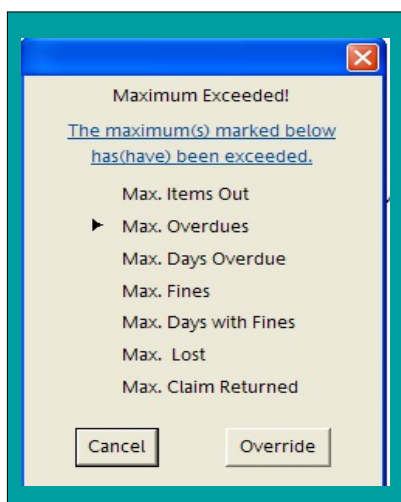
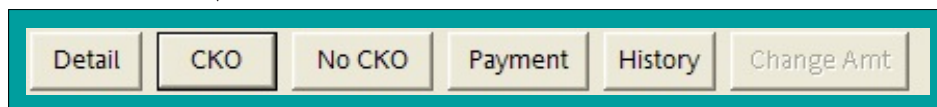
4. Check that the Screen looks like this.



If the Screen has writing on it like this

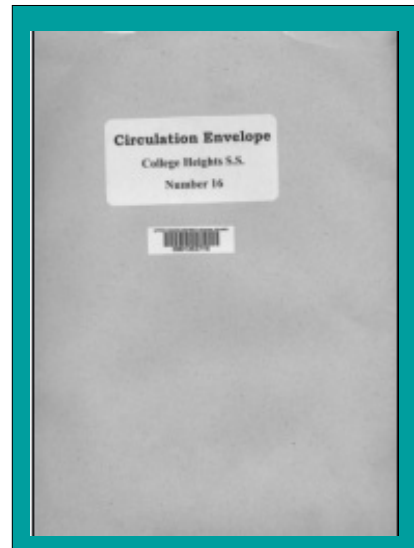


Click the **CKO** tab at the bottom of the screen

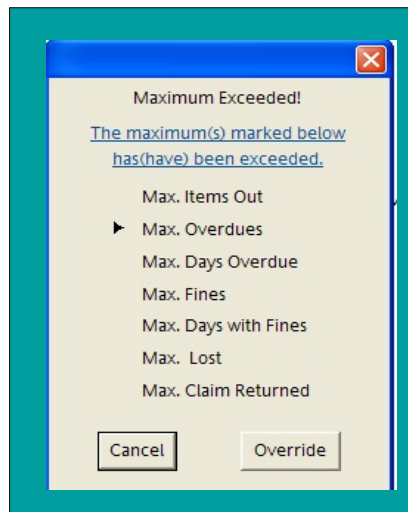


If this screen appears, use the **Override** tab
You may have to do this twice.

5. Wand the book's barcode. This is usually on the front of the book but may also be inside the back cover or last page of the book. **Magazines** go in the **Circulation Envelopes** found on the floor underneath the circulation desk (to the left of the printer) ▼



6. Check the Screen after each book. If this screen appears, use the **Override** tab. You may have to do this twice. ▼



7. When you have completed signing out the books for a student, Hit **F8 twice** to bring the checkout screen back

8. Place a stamped **due date card in the card envelope** at the back of the book. The due date cards are in the small shelving unit on top of the large shelving unit sitting on the circulation desk.

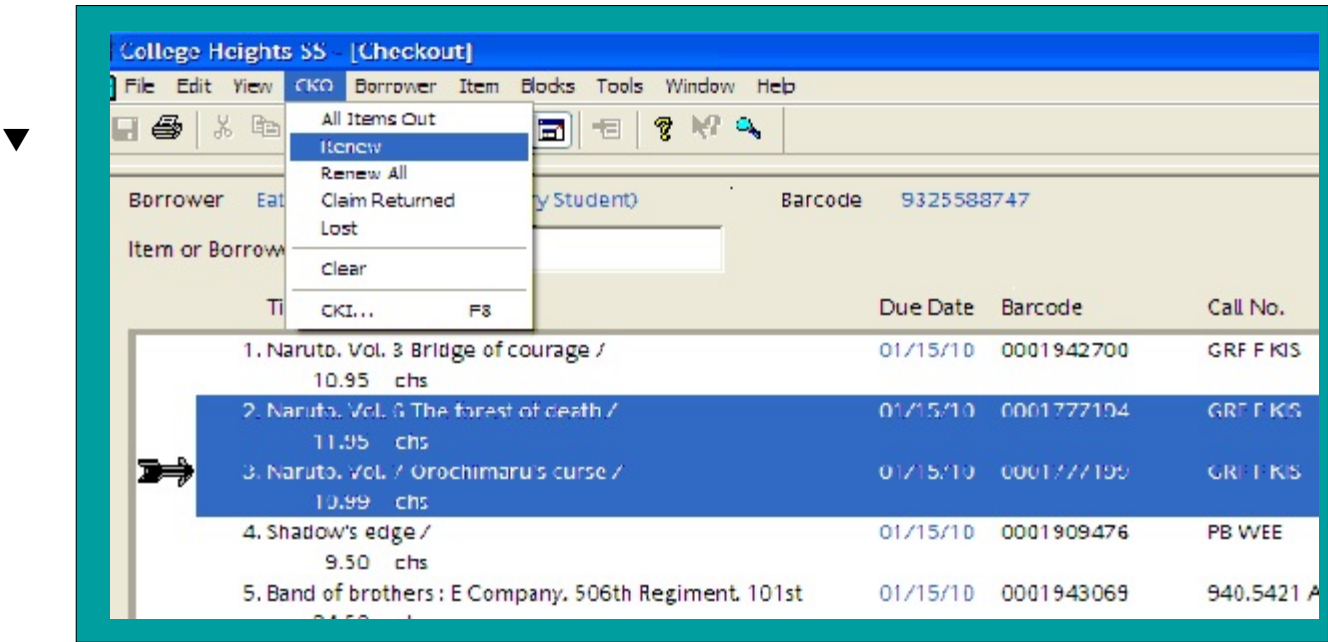
Renewing a Book:

Call up a student’s record by following the steps in ‘**Signing Books In and Out**’

Click **All Items Out** in the bottom toolbar ▼



Highlight the books that are to be renewed. Choose the **CKO** tab in the top toolbar and select **Renew** from the dropdown list



Choose Yes or No to the question “Are the Items Present?”

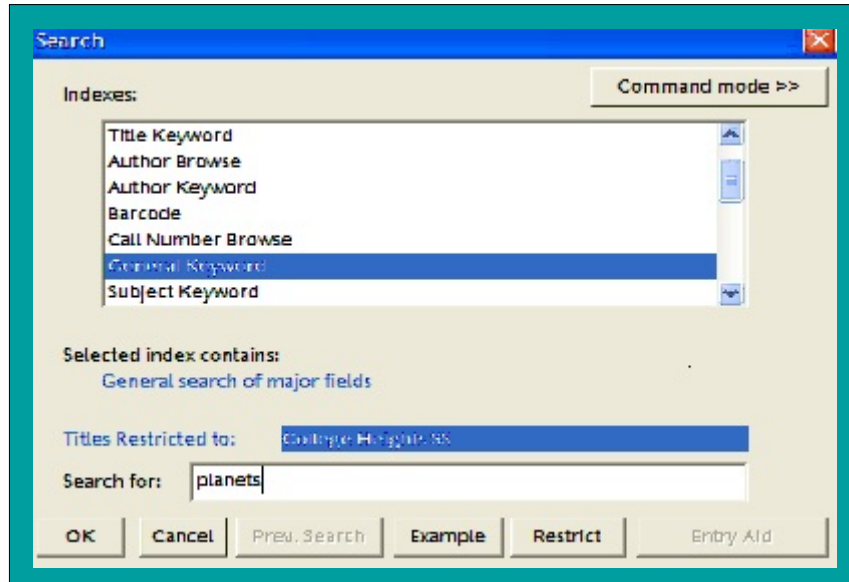
The date due will change and the books are renewed.

Searching for a Book on the Circulation Computer:

Click on the Magnifying Glass on the top Toolbar →



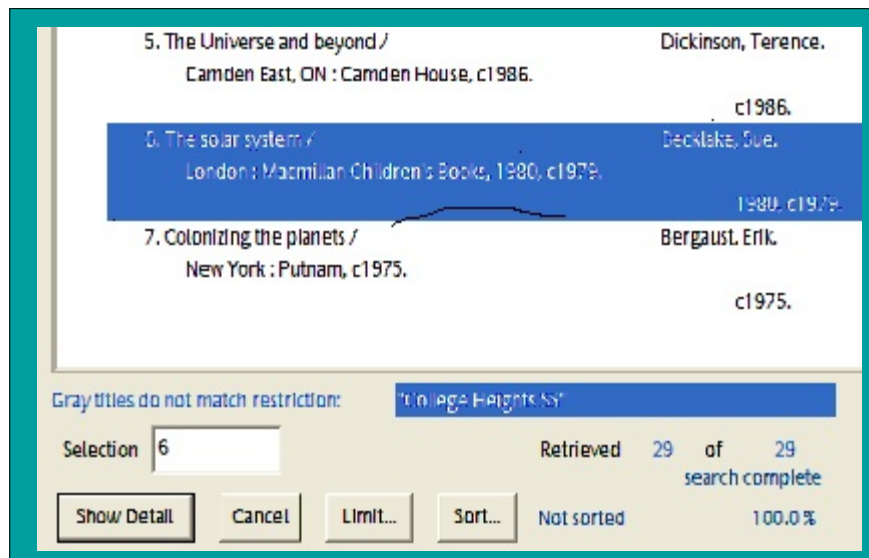
Choose the appropriate category and enter what you need in the **Search For** field **General Keyword** is the best for a research topic. You will need to scroll down to find this category.



The screenshot shows a 'Search' dialog box with a list of indexes. 'General Keyword' is selected. The 'Search for:' field contains the word 'planets'. The 'Titles Restricted to:' field contains 'College Heights SS'. Buttons at the bottom include OK, Cancel, Prev. Search, Example, Restrict, and Entry Aid.

Click **OK** →

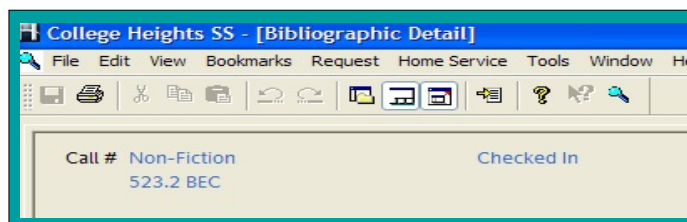
Click on the selection you want and choose **Show Detail** to find the book's call number.



The screenshot shows a list of search results. The second item, '6. The solar system / Deeklake, Sue. London : Macmillan Children's Books, 1980, c1979.', is highlighted. Below the list, there is a 'Selection' field with the number '6'. At the bottom, there are buttons for 'Show Detail', 'Cancel', 'Limit...', and 'Sort...'. The status bar at the bottom right indicates 'Retrieved 29 of 29 search complete' and 'Not sorted 100.0%'.



The call number and book status (checked in or out) appear at the top of the screen



The screenshot shows the 'College Heights SS - [Bibliographic Detail]' window. The top toolbar includes File, Edit, View, Bookmarks, Request, Home Service, Tools, Window, and Help. The main area displays the call number 'Non-Fiction 523.2 BEC' and the status 'Checked In'.

Shelving Books:

Books are Shelved in **6 categories**:

1. **Nonfiction:** books with a numbered designation with or without **REF**. Nonfiction is shelved on the 4 shelves closest to the staff room.

Examples:

690.02 ARF

REF 690.002 KAN

REF 690.5 DAT

690.002 BIC

These books are shelved numerically, followed by alphabetically by author's name as follows:

690.002 BIC
REF 690.002 KAN
690.02 ARF
REF 690.5 DAT

2. **Fiction:** books with the designation **PB**, **F**, **EAS F**, or **SC** on the 3 shelves furthest south in the library

Examples:

F LUB c.2

PB LOC

F MEY

EAS F STI

These books are filed alphabetically by author as follows:

PB LOC
F LUB
F MEY
EAS F STI

3. **Graphic:** books with the designation **GRF F** (Graphic Fiction) or **GRF** and a number (Graphic Nonfiction). Graphics are shelved on the between fiction and nonfiction. Nonfiction Graphic is at the end of the Graphic Section. Graphic Fiction is shelved in the same manner as regular Fiction, Graphic Nonfiction is shelved in the same manner as regular nonfiction.
4. **Professional Development:** these books are designated **PD** and are shelved on the shelf closest to the staff room. They are shelved in the same manner as nonfiction
5. **Oversized Books:** These books are too big to fit on the regular shelves and are designated **OVS**. They are shelved on the shelf closest to the staff room. They are shelved in the same manner as nonfiction.

6. **General Encyclopedias, Large Dictionaries and World Book People and Places:**
These books are non subject specific and designated **REF** (not all REF are in this section, however) They are shelved on the shelves against the office wall in the same manner as nonfiction.

Students in the Library:

General Instructions:

Students in the library without their teacher must have a **Note** from their Classroom teacher.

They must completely fill out the **Library Sign In** on the clipboard by the door. Please make sure they **legibly** fill in **FIRST and LAST Name, Time and Teacher's Name**. This allows you to contact the appropriate people should a problem with the student arise.

They should write the **time they leave** as they exit (unless the class period has ended) and take their note back to class.

Students who need to leave the library for a short period of time (washroom, locker) must take the completed **Library Hall Pass** with them.

Students **should not** be sent to the library **without a specific task** (finding a book, completing assignments). Students who arrive without a task or who are not working on it need to be **sent back to class**.

Lending AV Equipment to Students:

A/V equipment available for student use:

earphones (hanging on the back wall of office, beside the breaker box)

microphones (in last cupboard on left side of office)

CD players (in last cupboard on left hand side of office)

The keys for the last cupboard are in the top drawer to the right of the teacher's desk area in the office, on a blue College Heights lanyard

COLLATERAL MUST BE GIVEN FOR ALL A/V EQUIPMENT, EVEN IF THE TEACHER SENDS THE STUDENT TO GET IT.

Use your judgement in taking collateral. What is given must be worth more than the A/V equipment **to the student**.

Please put **in or beside the box underneath the earphones**. This way it can be found even if you are no longer available.

Supplies Available for Student Use (No Collateral Needed)

Material	Location
glue sticks scissors white out highlighters erasers rulers compass protractor calculators markers sharpies pencil crayons scrap paper	In shelving unit on top of the circulation desk
pens pencils	in cup on circulation desk extra pencils in middle drawer beside desk area in office
scotch tape stapler paper clips kleenex hole punch paper clips	On top of shelving unit on circulation desk
computer paper	Underneath circulation desk printer
lined paper	In box beside phone
coloured paper	Top drawer of filing cabinet in office
construction paper	Bottom shelf of nearest cupboard on right side of office
magazines for cut up	In box on counter at far end of office

Monitoring Student Computers

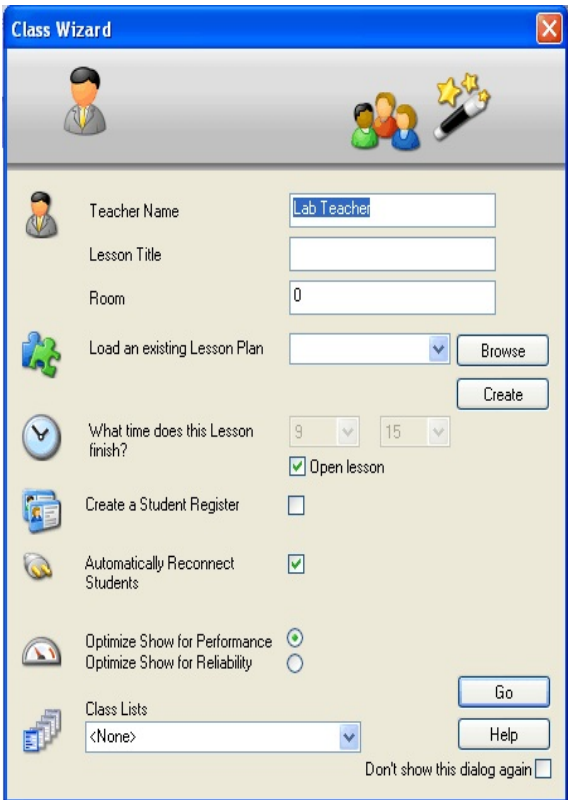
Use the library office computer to set up the library computer monitoring system. You will need access to Teacher Town on the desk top. If you don't have access to Teacher Town, you will have to monitor the computers the old fashioned way—by circulating the room and making sure students are on appropriate web sites (no games or social networking)

Setting Up the Computer Monitoring System

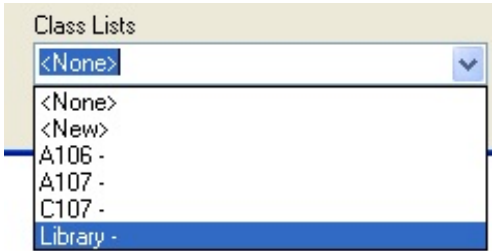
In Teacher Town, Choose NetSupport _____



These will bring up the screen below

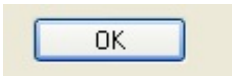


Go to the drop down menu
under Class Lists _____→

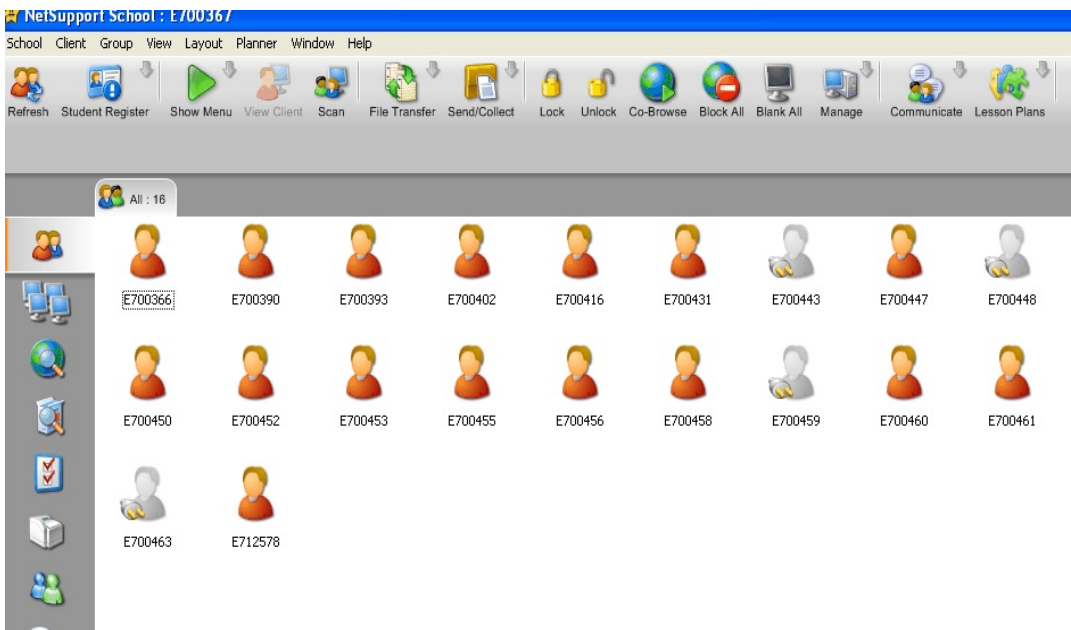


and choose Library _____→

and OK _____→



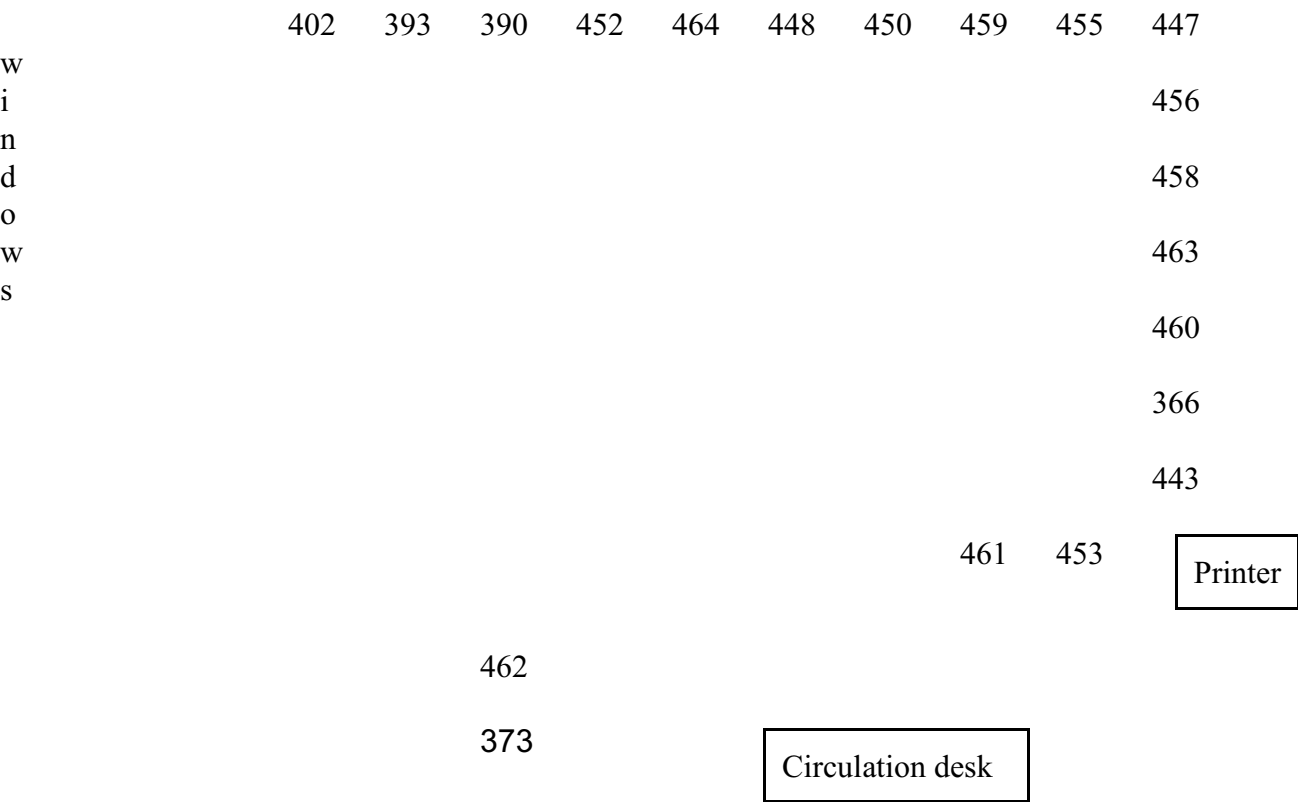
The home screen of NetSupport looks like this ▼



Computers that are off are greyed out..

Computer Organization

Each computer has a unique number. The library computers are set up in manner shown below. The numbers are the last three numbers used in the monitoring system. The numbers are also written on the top of each computer



Modifying the Computers Monitored in NetSupport:

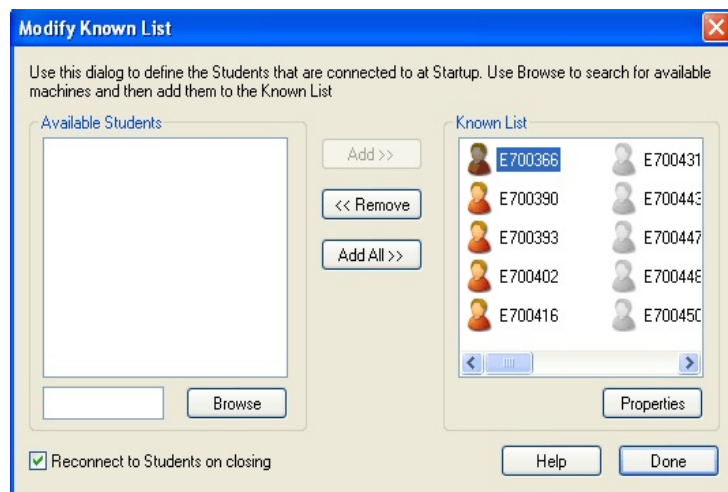
Occasionally, the computer numbers don't match the computers in the actual room. You may modify the list by choosing School on the top toolbar →



choose Modify Known List_____➔



Remove computers by highlighting the appropriate number and clicking Remove



Clicking Browse will call up the list of computers available to add.



← Click Add

←Click Done when you are finished modifying the computers you wish to monitor

Using Net Support:

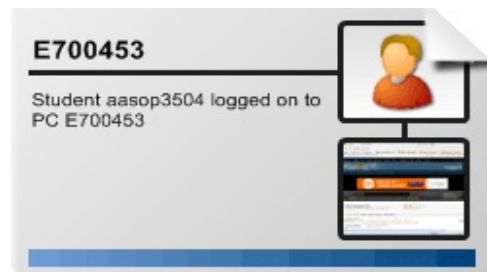
Identifying Students:

If you hold the mouse over a computer icon,



E700452

a screen will pop up which shows the user name of the person using the computer and a small display of what the student is looking at.

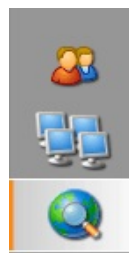


The student's name can be determined by the user name because it begins with the first 2 letters of the student's first name and the first 3 of his or her last name.

Aaron Soper (aasop) is on computer E700453. Students' names can be verified by the sign in sheet that they filled out when entering the library.

Blocking and Unblocking Computer Sites: All Computers:

Gaming and social networking sites are blocked during class time and unblocked before school, at morning and afternoon breaks, at lunch and after school. Students are still expected to use the computers appropriately



To block and unblock computers, choose the 'World' icon on the left of the screen



This will bring up a screen with this toolbar at the bottom. Use this toolbar to choose '**Unrestricted**' or '**Block Restricted**.' Click on the **ball** to the left of the word.



When the sites are restricted, a ball will appear beside the computer icon →



E700453

When the sites are unrestricted, the ball disappears →



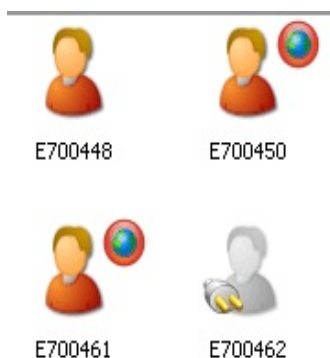
E700448

Unblocking an Individual Computer:

Occasionally a student will need to use a computer site which is normally blocked, for example: getting a picture from Facebook for an assignment; sending or retrieving work using email; watching an instructional youtube video . In this case you may unblock an individual computer in the following manner:

1. Ask the student for the number written on the top of the computer
2. Click on the computer icon associated with the number
3. Click on the 'Unrestricted' ball on the bottom toolbar.

The ball will disappear from the computer that is unrestricted.
All others will remain restricted and their balls will remain



E700448 is unrestricted, E700450 and E70061 are restricted, E700462 is off.

Unblocking a Site: If the class is using a site that is usually restricted, you may unblock the site by dragging it from the Restricted Sites to the Approved sites on the 'World' Tab Screen.



Highlight the site you want students to have access to



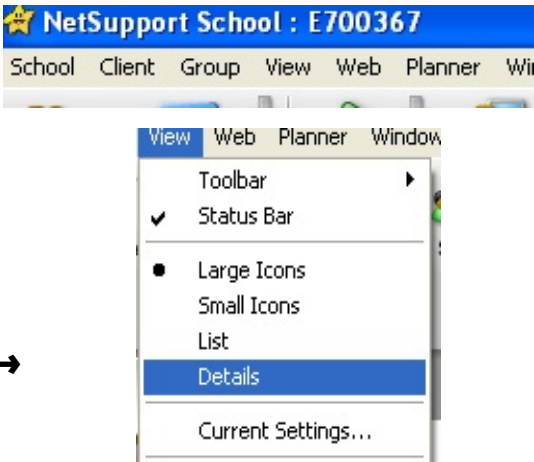
Drag the site to the Approved Sites



 www.youtube.com

Restricting a Site: if you encounter a site that students are accessing that they shouldn't be on, you may restrict the site. Please note that the site will only be restricted for the remainder of the day so usually it is easier just to speak to the student who is on an inappropriate site.

To restrict a site, choose View from the top toolbar



Click on details on the dropdown menu

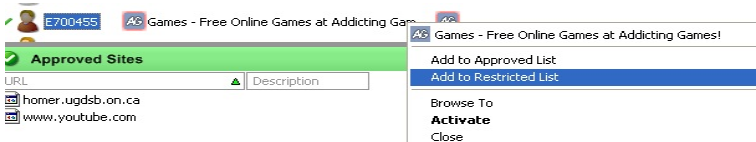


This will bring up a screen that lists the site each computer is on



←These sites are obviously not appropriate during class time.

To block a site, right click it, choose add to Restricted List



Click **Check** and then **OK** to restrict the site.

Library Jobs

There are many things that need to be done in the library.

1. Arranging Books on Cart: Shelving is much easier if the books on the cart are in the order in which they will be put away. Consult the section **Shelving Books** (pages 9-10) for instructions on how to correctly order books.

2. Shelving Books: Consult the section **Shelving Books** (pages 9-10) for instructions on how to correctly order books.

3. Shelf Reading: The book stacks frequently become disordered. Look through the stacks and reshelv misplaced books. Consult the section **Shelving Books** (pages 9-10) for instructions on how to correctly order books.

4. Weeding Books: Books that are no longer useful to the library need to be removed. The criteria for weeding books is called MUSTY:

Misleading or factually inaccurate

Ugly, worn, beyond repair

Superseded by newer edition or material

Trivial or without literary or scientific value

Your collection has no use for the material

Please look through the part of the collection that is in your area of expertise. The collection is categorized as follows:

000-099	Computer Science, General Information
100-200	Philosophy and Psychology
200-299	Religion
300-399	Language
400-499	Social Sciences
500-599	Science
600-699	Technology
700-799	Art and Recreation
800-899	Literature
900-999	History, Geography, Biography

Books that meet one or more categories of MUSTY should be placed in or above the wire bin marked "Discard" (bottom shelf on right hand side of office). Don't worry about being overzealous; I will check and make a final decision on each book.

5. Choosing New Books: there are many catalogues for ordering books on the top shelf above the desk area in the office. Please make a list of books that would be useful in delivering curriculum to your students. The books that you mark will be prioritized for buying.

6. Archives: There are newspapers sitting on the bottom shelf on the far side of the office (left hand side) which must be scanned for references to College Heights. If a newspaper has a reference to the school, place the relevant pages in the wire bin beside the newspapers. Please keep the whole page so that the date is not lost. If there is no reference to the school, please discard the paper.

7. Cleaning: Stacks, tables, chairs, window sills, computers. Cleaning supplies are in the cupboard below the sink in the library office

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Instruction Manual for Supply/ APA Duty Teachers

Revised Sept. 28, 2011